# Job Title: Environmental Compliance Supervisor

**Department:** Environmental Services

**Immediate** 

**Supervisor:** Wastewater Superintendent

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	608
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Supervises, schedules, and coordinates the day-to-day activities of the environmental compliance division. Performs work of considerable difficulty in planning, organizing, directing, and performing the laboratory, regulatory, and compliance operations of the department. Directs the operations of the chemical, microbiological, and bioassay laboratories. Plans, organizes, reviews, and evaluates laboratory programs that support department operations and processes. Oversees industrial pretreatment program, cross connection program, Biosolids compliance and utilization, AZPDES permit monitoring, ADEQ permit monitoring, MCESD permit monitoring, and EPA pretreatment requirements. Compiles and prepares correspondence, reports, and permits for the EPA, ADEQ, and MCESD. Supervises, plans, directs, and coordinates the department's laboratory and environmental monitoring program to maintain the accuracy and consistency of the laboratory with all County, State, and Federal mandates and implements approved standards and quality assurance and control. Researches County, State and Federal regulations to maintain compliance standards.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	L	Manages staff by writing and reviewing performance appraisals, preparing work schedules, providing training and leadership, conducting meetings, and participating in employee hiring process. Supervises Reclamation and Collection Divisions during Operation Supervisor's flex days and absence.
2	L	Oversees all laboratory analyses, sampling, projects, and final reports. Ensures the laboratory's compliance with all the required quality assurance and quality control practices.
3	L	Administers division budget and purchases equipment and supplies through requisitions and purchase orders by following city procurement guidelines.
4	L	Compiles and prepares all permit reports and correspondence to ADEQ, EPA, and MCESD required by the water and wastewater Facilities. Prepares permit renewals and amendments when feasible. Assists in the writing of permits, correspondence, and permit fee payment for other city departments. (Streets, Facilities, Fleet, Engineering, Parks)
5	L	Directs industrial, cross connection, and water quality control sampling and testing programs in accordance with regulations, standards, and quality assurance requirements.

	Physical Strength Code	ESSENTIAL FUNCTIONS
6	L	Coordinates with water and wastewater operation personnel to assist with process and treatment to ensure environmental compliance.
7	L	Oversees the development and maintenance of an environmental monitoring database.
8	L	Creates, implements, educates and updates state-of-the-art standard operating practices for the laboratory analyses per Arizona Dept. of Health Services and ADEQ
9	L	Assists with all Water and Wastewater Division activities and operations as necessary.
10	L	Oversees and provides for the general safety and training of the laboratory and personnel oversees the Industrial Pretreatment Program and the Cross Connection Program and monitors compliance, and oversees the water quality program and monitors compliance.
11	S	Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.

## **JOB REQUIREMENTS:**

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	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, ADEQ Wastewater Treatment Grade IV Certification, and Water Treatment Grade IV Certification.
Reading	Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
Math	Work requires the ability to perform complex scientific calculations and equation solving.
Writing	Writes clearly and informatively. Edits work for spelling and grammar; varies writing styles to meet needs; presents numerical data effectively; able to read and interpret written information.
Managerial	Semi Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Budget Responsibility	Substantial - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized
Technical Skills	Limited Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

	JOB REQUIREMENTS
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different
	points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

### **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	✓ Making presentations     ✓ Observing work site     ✓ Observing work duties     ✓ Communicating with       co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	<ul><li>☒ File drawers</li><li>☒ Equipment</li><li>☒ Tables and chairs</li><li>☐ Hoses</li></ul>
Fine Dexterity	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Computer keyboard</li><li>☒ Telephone keypad</li><li>☒ Calculator</li><li>☒ Calibrating equipment</li></ul>	Climbing	□ N □ R ⊠ O □ F □ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☒ To other departments/offices</li><li>☒ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☑ On equipment ☑ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R □ O ⊠ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☒ Making repairs</li></ul>
Reaching	□ N □ R □ O □ F ⊠ C	<ul><li>☒ For supplies</li><li>☒ For files</li></ul>	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Communicating via telephone/radio, to co-workers/public</li><li>☑ Listening to equipment</li></ul>
Kneeling	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>	Twisting	□ N □ R □ O □ F ⊠ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N ⊠ R □ O □ F □ C	<ul><li>☑ Under equipment</li><li>☐ Inside attics/pipes/ditches</li></ul>	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

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<b>Physical Demands (continue</b>	ed)								
Machines, Tools, Equipmen	t and Work	Aids:							
Telephone, fax machine, calculator, cop	pier, vehicle, san	nplers, lab instr	ruments.						
Computer Equipment and S	Software:								
Personal Computer, printer, scanner, M		OPS32, Tokay,	, Prewin	, Lotus	Notes, Naval	ine, Gy	maps.		
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E. '									
Environmental Factors:  Environmental Condition	one	Never	Saaso	onally	Several T	imac	Several Ti	mac	Daily
Environmental Condition	0118	Nevel	Scaso	Jilairy	Per Moi		Per Wee		Daily
Extreme temperature			_	_	_		-		_
(heat, cold, extreme temp. changes f work)	rom outside		2	₹					
Wetness and/or humidity			г	 ☑					
(bodily discomfort from moisture)			"	₹					
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)			≺					
Noise and vibration	111)						1		
(sufficient to cause hearing loss)				≺					
Physical hazards	··			<b>_</b>	X				
(high voltage, dangerous machinery prisoners, patients – <u>not customers</u> )	, aggressive		_	_					
Health and Cafatu Candition			•						
Health and Safety Condition  Health and Safety Conditions	N = Never	R = Rarel	V	$\Omega = \Omega c$	casionally	F-	Frequently	C -	Constantly
Ticalti and Salety Conditions	Never	Less than	•		more of		n 1/3 to 2/3		or more of
	occurs	hour per we		the	time	of	the time		he time
Mechanical hazards					X				
Chemical hazards					× ×				
Electrical hazards					X				
Fire hazards		X X			<u></u>				
Explosives Communicable diseases					<u>□</u>				
Physical danger or abuse		$\boxtimes$							
Other (specify)									
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	od Centers								
Protective Equipment Requirement Hard hat, safety glasses, safety vest, ste		protection.							

### **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
nents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.